

Building Inspector (Trainee)

The City of Highland seeks qualified applicants for the seasonal full-time position of **Building Inspector (Trainee)**. Primary responsibilities include assisting the Building Inspector/Code Enforcement Officer in the inspection, interpretation and enforcement of the City codes and regulations. Specific duties include inspecting building/properties, referencing compliance, issuing violations/citations, assuring that the codes, regulations, policies and ordinances are effectively and equitably enforced throughout the municipal boundaries, assisting citizens and other city departments. The job will involve strong interaction with the citizens and property owners.

A High School Diploma or equivalent and additional vocational construction training is required as well as related work experience. An Associate's Degree in Building Construction is preferred. Candidates must have demonstrated knowledge of general construction practices. Candidates must also have excellent interpersonal skills, communication skills; ability to analyze information quickly, ability to utilize all office equipment and engineering and architectural tools. Candidates must also be proficient in MS Office and have ability to learn Permit Software, GIS and FilePro Software. **City of Highland residency is required within one year of hire.**

If you meet the qualifications outlined above please send a resume or complete an application no later than Friday, March 6, 2015 to: City of Highland, Attn: Director of HR, 1115 Broadway, P.O. Box 218, Highland, IL. 62249. Applications are available on the City website or at City Hall. A complete job description can be obtained by contacting Director of HR at lschoeck@highlandil.gov. EOE